

RMS Training

RMS BASICS



May 2010

Before you start RMS

Six basic steps to success:

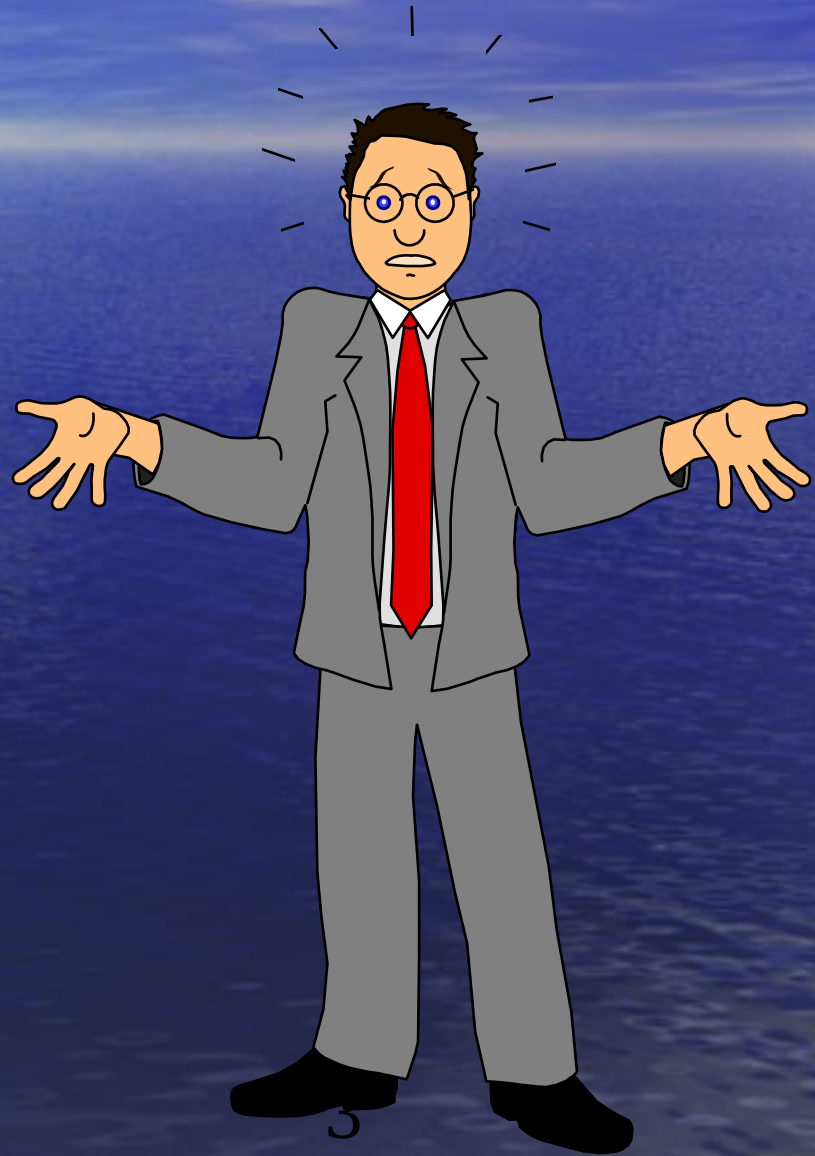
- 1. Establish offices (enter descriptions of offices)**
- 2. Enter staff assigned to the offices (either from the Local Office or District Office Modules)**
- 3. Set up Contract User Roles (District Office Module - usually by Job Title - could be an individual name)**
- 4. Assign one or more User Roles or Administrator privileges to each staff member.**
- 5. Assign contracts to User (either within an**

Before you start RMS

Who are you?

**What can you
do?
(Roles)**

**What Contracts
can you do it
on?**



Before you start RMS

Who are you?

Resident Management System
File Help

RMS Flagstaff Project Office

Select Contract Local Office District Office District Library System Library Summary Reports Exit RMS

Local Office - Office Personnel

[Office Description](#)
[Office Personnel](#)
[Office Policy](#)
[Office Documents](#)
[Office User Entries](#)

[P2 Projects](#)

[Local Milestones](#)
[Mod Routing Slip](#)
[Interface Schedules](#)
[User Permissions \(2.37\)](#)

Add Edit

Local Office Personnel

| Name |
|------------------|
| Martinez, Juan |
| Reynolds, Sharon |

Personnel - User ID L1EDDJMM Close

First Name Juan Last Name Martinez Abbreviated Name Juan MM

Email Address juan.m.martinez@usace.army.mil Position Title Resident Engineer

☐ Receive Emails regarding RMS and QCS updates and News?

Office Flagstaff Project Office ☐ Support Staff member from another District/Division/HQ

Work Phone Extension ☐ Inactive Staff Member

☐ Will this person be a District POC for RMS/QCS Tech Support? ☐ Will this person use the Quality Assurance System (QAS)?

User Roles for Juan Martinez

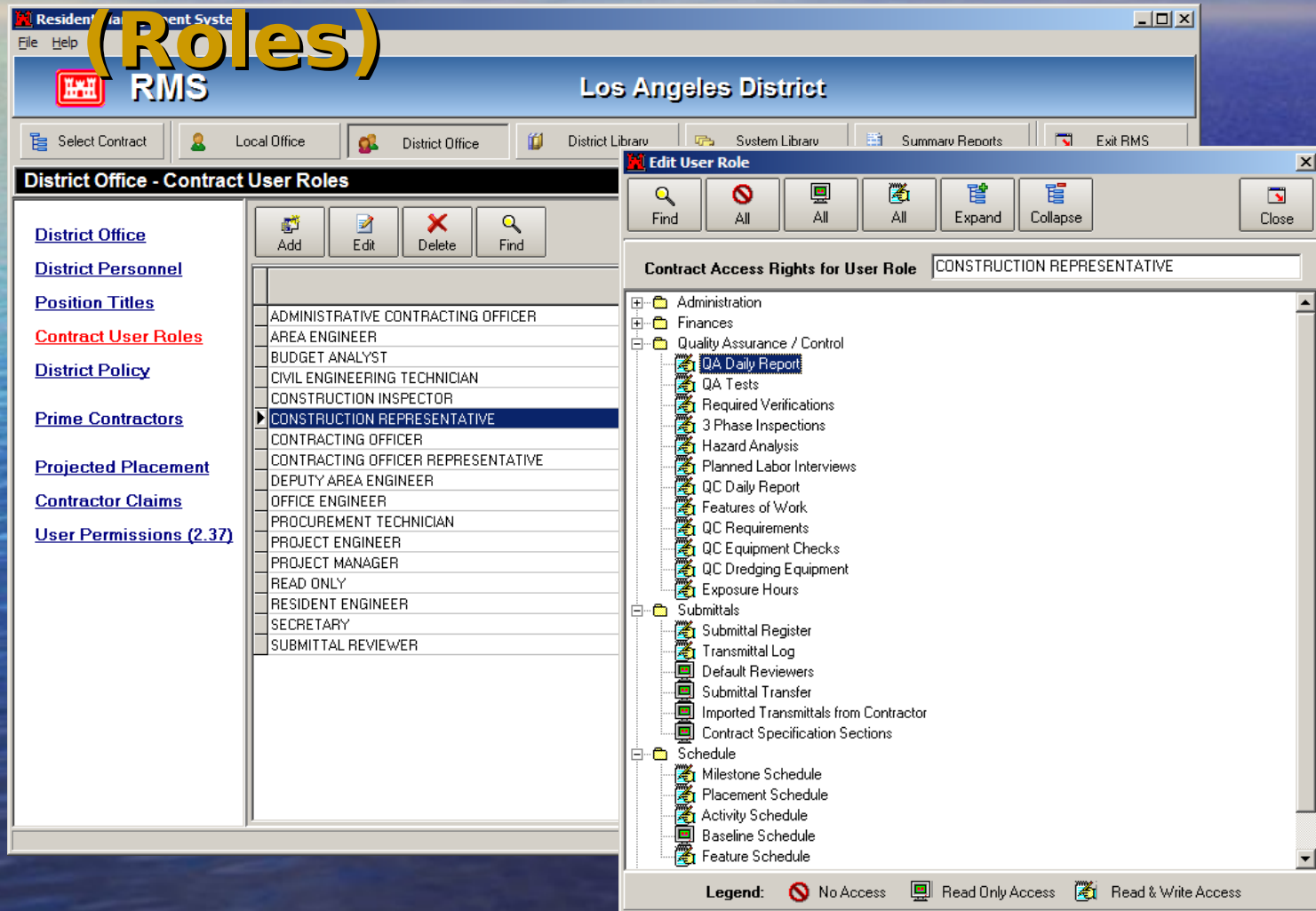
| | District | Office | Contract User Role | Contracts | Office Admin Rights | District Admin Rights | District Wide Read Access? |
|--------|----------|--------------------------|--------------------|------------------------------|---------------------|-----------------------|----------------------------|
| Add | CESPL | Flagstaff Project Office | RESIDENT ENGINEER | All Contracts at Office | Partial Admin | Partial Admin | Yes |
| Edit | CESPL | Tucson Resident Office | RESIDENT ENGINEER | Selected Contracts at Office | Partial Admin | Partial Admin | Yes |
| Remove | | | | | | | |

Signature Blocks for Juan Martinez

| | Signature Block Name | Signature Block Title |
|--------|----------------------|-----------------------|
| Add | Juan Martinez | Resident Engineer |
| Edit | | |
| Delete | | |

Before you start RMS What can you do?

(Roles)



Resident Management System
File Help

RMS Los Angeles District

Select Contract Local Office District Office District Library System Library Summary Reports Exit RMS

District Office - Contract User Roles

[District Office](#)
[District Personnel](#)
[Position Titles](#)
[Contract User Roles](#)
[District Policy](#)
[Prime Contractors](#)
[Projected Placement](#)
[Contractor Claims](#)
[User Permissions \(2/37\)](#)

Add Edit Delete Find

| |
|------------------------------------|
| ADMINISTRATIVE CONTRACTING OFFICER |
| AREA ENGINEER |
| BUDGET ANALYST |
| CIVIL ENGINEERING TECHNICIAN |
| CONSTRUCTION INSPECTOR |
| CONSTRUCTION REPRESENTATIVE |
| CONTRACTING OFFICER |
| CONTRACTING OFFICER REPRESENTATIVE |
| DEPUTY AREA ENGINEER |
| OFFICE ENGINEER |
| PROCUREMENT TECHNICIAN |
| PROJECT ENGINEER |
| PROJECT MANAGER |
| READ ONLY |
| RESIDENT ENGINEER |
| SECRETARY |
| SUBMITTAL REVIEWER |

Edit User Role

Find All All All Expand Collapse Close

Contract Access Rights for User Role CONSTRUCTION REPRESENTATIVE

- Administration
- Finances
- Quality Assurance / Control
 - QA Daily Report
 - QA Tests
 - Required Verifications
 - 3 Phase Inspections
 - Hazard Analysis
 - Planned Labor Interviews
 - QC Daily Report
 - Features of Work
 - QC Requirements
 - QC Equipment Checks
 - QC Dredging Equipment
 - Exposure Hours
- Submittals
 - Submittal Register
 - Transmittal Log
 - Default Reviewers
 - Submittal Transfer
 - Imported Transmittals from Contractor
 - Contract Specification Sections
- Schedule
 - Milestone Schedule
 - Placement Schedule
 - Activity Schedule
 - Baseline Schedule
 - Feature Schedule

Legend: No Access Read Only Access Read & Write Access

Now, Start Using RMS

**SET UP NEW
CONTRACTS
ENTER CONTRACT
DETAILS**



RMS Contract Financ



- **P2**
- **CEFMS**
- **SPS (PD²)**
- **CWE**
- **CLINs**
- **ACTIVITIES**
- **CHANGES**
- **MODS**
- **PAYMENTS**

RMS Contract Tracking

SUBMITTALS DOCUMENTS

- Insurance
- Payrolls
- Labor

Interviews

SCHEDULES

- NAS
- GANTT

CORRESPONDEN CE

DEFICIENCIES



Quality Control

DAILY QC REPORTS

CONTRACTOR DATA

DATA EXCHANGE

- **SDEF**
- **SPECSINTACT**
- **PAYMENT DATA**
- **RFI'S**
-

CORRESPONDENCE

- **HAZARD ANALYSIS**



Quality Assurance

DAILY QA REPORTS

GOVERNMENT DATA

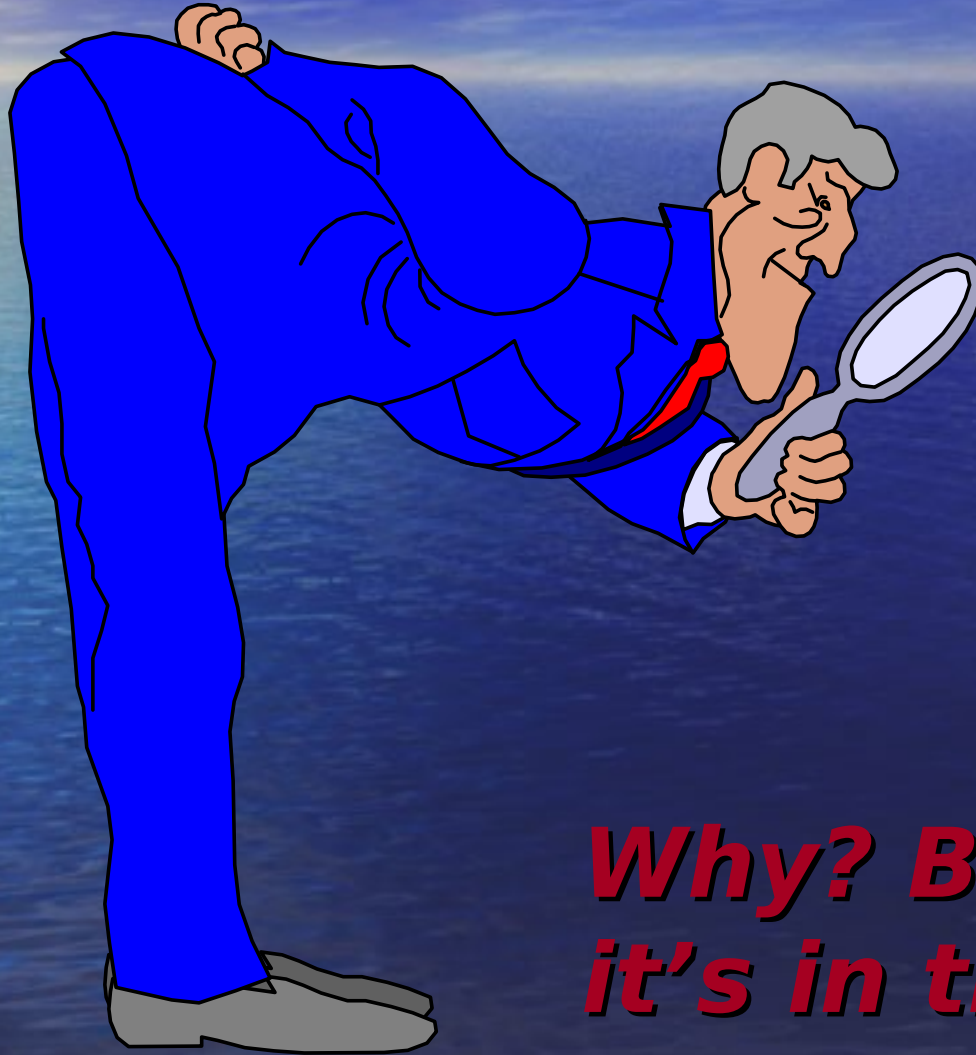
DATA EXCHANGE

- **SDEF**
- **SPECSINTACT**
- **PAYMENT DATA**
- **RFI'S**
- **WARRANTY ITEMS**
- **HAZARD ANALYSIS**



RMS

Overview



RMS Knows:

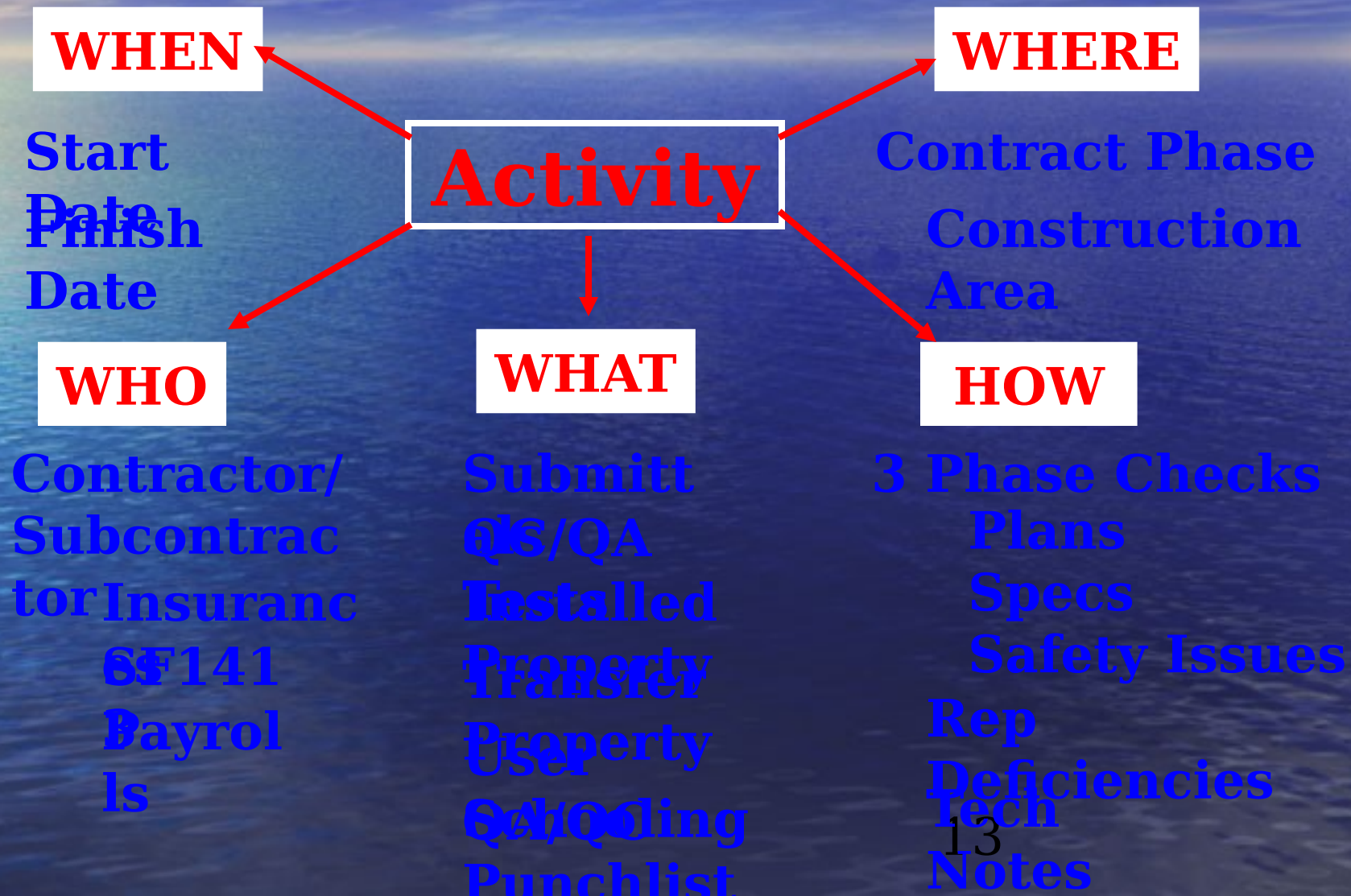
**WHO
WHAT
WHEN
WHERE
HOW**

***Why? Because
it's in the
Contract!***

Activity Is Primary Link



Gov't Provides Key Information



Construction Lessons Learned

Preparatory Inspection

- Drawings and Specifications
- Repetitive Deficiencies
- Inspection Checks
- Job Site Safety Issues
- QA Evaluation

Initial Inspection

- Inspection Checks
- Job Site Safety Issues
- QA Evaluation

Final Follow-Up Inspection

- Inspection Checks
- QA Evaluation

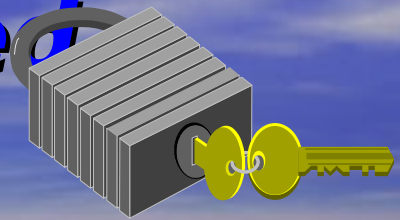
CAUTION

WATCH YOUR STEP

Success depends on the right information being delivered at the correct time and being coordinated with the Contractors' work in progress.

DOCTRINE OF "SUPERIOR KNOWLEDGE" - Government may breach its duty to impart superior knowledge resulting in an equitable adjustment to the contract.

Construction Lessons Learned



- **Repetitive Deficiencies**
- **Safety Elements & Concerns**
- **Environmental Considerations**
- **Engineering Instructions**

Corporate Knowledge Must Be Shared With Our Contractors

Subject Matter Experts (SME)

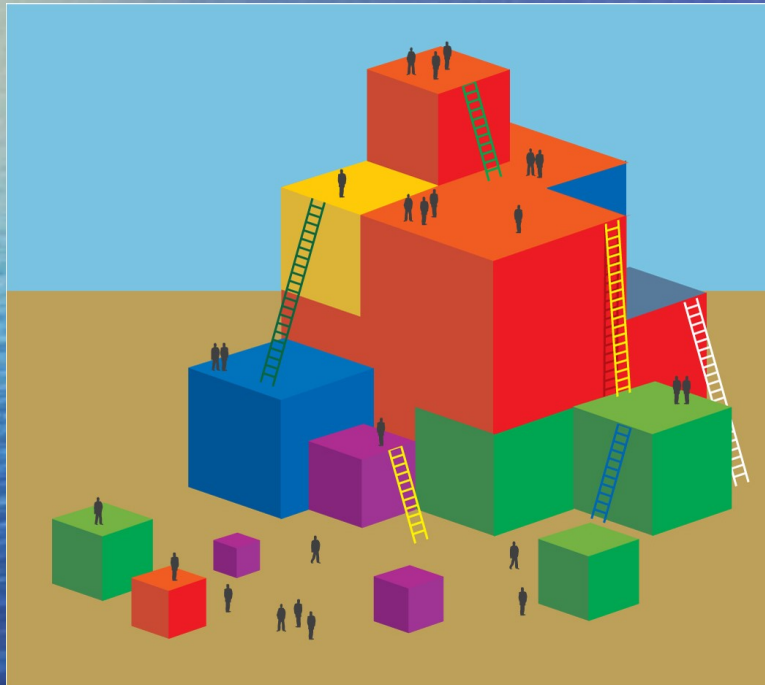
- **For Each CSI Division**
- **For Each Specification Section**
- **For Each Engineering Discipline**

**These are
Volunteers**

***Seattle District has lead for
this.***

RMS Contract Closeout

- **CLOSEOUT EVENTS**



- **TRANSFER
PROPERTY**
- **INSTALLED
PROPERTY**
- **SUBMITTAL
TRANSFER**
- **CONTRACTOR
EVALUATION**

RMS Contract Closeout

**Questions
?**